



COMMONWEALTH OF KENTUCKY  
DEPARTMENT OF MILITARY AFFAIRS  
**KENTUCKY EMERGENCY MANAGEMENT**  
BOONE NATIONAL GUARD CENTER  
FRANKFORT KY 40601-6168



## **Auxiliary Communications Workshop (AUXCOMM)**

**October 16, 17, and 18, 2015**

Murray State University – Hopkinsville Campus  
5305 Ft. Campbell Blvd  
Hopkinsville, KY 42240

**Offered by:**

Kentucky Emergency Management (KYEM) and  
The Office of Emergency Communications

**Course Description:**

Volunteer emergency communications operators/groups have been providing back-up public safety communications for nearly 100 years. This course focuses on educating attendees about auxiliary communications interoperability, emergency operation center etiquette, on-the-air etiquette, FCC rules and regulations, auxiliary communications training and planning, certification and accreditation and emergency communications deployment. It is intended to supplement and standardize an operator's basic knowledge of emergency amateur radio communications in a public safety context. Friday course work will begin at 7:00 P.M. and conclude at 10:00 P.M. Saturday and Sunday course work will begin at 8:00 A.M. EDT and will conclude at 5:00 P.M. EDT.

**Student Criteria:**

This workshop is designed for the amateur radio/auxiliary communicator or group who provides emergency communications backup support for planned or unplanned events at a State, Regional, or local level. This offering is designed for amateur radio operators/organizations who work with public safety and cross-disciplinary emergency response professionals and coordination/support personnel with an amateur radio background. Prerequisites include IS-700a, IS-800b, IS-100b, IS-200b and a valid ham radio license.

PLEASE NOTE: If you have completed previous versions of the aforementioned courses, you will need to go to the Emergency Management Institute, Independent Study website (<https://training.fema.gov/IS/>) and complete the updated version of this training. If you are unable to find your course completion certificates, a transcript from EMI will be accepted as proof of completion. You may request a transcript from EMI at the website shown above. Once completed, copies of your course completion certificates must be provided on or before the beginning date of class. You may upload them at the registration page or fax them to the number below. Again, these certificates must be provided on or before the beginning date of class. Individuals, whom present themselves for training without having provided the required documentation, will be turned away from class.

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### **Special Notes:**

**VERY IMPORTANT:** If you have completed previous versions of ICS 100, ICS 200, IS 700, and IS 800, you will need to go to the Emergency Management Institute, Independent Study website (<https://training.fema.gov/IS/>) and complete the updated version of this training. If you are unable to find your course completion certificates, a transcript from EMI will be accepted as proof of completion. You may request a transcript from EMI at the website shown above. Once completed, copies of your course completion certificates must be provided on or before the beginning date of class. You may upload them at the registration page or fax them to the number below. Again, these certificates must be provided on or before the beginning date of class. Individuals, whom present themselves for training without having provided the required documentation, will be turned away from class.

A maximum of thirty (30) students will be accepted for this course. Advanced registration is REQUIRED and must be received by October 1, 2015. The registration process includes:

- Registration on the KYEM Training Registration site; [www.kyem.ky.gov/training](http://www.kyem.ky.gov/training), find the course and click on “register”
- Completion and submission of the FEMA 119-25-1 Student Registration Form; and
- Submission of copies of the prerequisite documents.

You will receive an email confirming that you have been officially accepted for the course after receipt and review of your application and supporting documents. Meals, lodging, and travel arrangements/expenses are the responsibility of the student and will *NOT* be reimbursed by KYEM. Students will be notified if the course is cancelled. For this reason, it is imperative that you provide accurate contact information.

**For more information, contact:**

**Sarah E. Minor**

Kentucky Emergency Management

502-607-5722

**[Sarah.E.Minor3.nfg@mail.mil](mailto:Sarah.E.Minor3.nfg@mail.mil)**